



City of Morgantown

Office of Communications

389 Spruce Street, Office 16

Morgantown, West Virginia 26505

304-284-7426

FAX 304 284-7430

www.morgantownwv.gov

Motion Photography Production Permit Application

This application may be filed not more than 180 days before, and not less than 30 days prior to the commencement of production.

An application fee of \$20 must accompany this application.

Please refer to the attached cover letter and its references to NFPA 140. Additional permits may be required, and can take 4-6 weeks to obtain.

Step 1: Project Profile

Project Name	
--------------	--

Primary Contact

Full Name			
Address			
City		State	
Country			

Phone		Fax	
-------	--	-----	--

Crew

First	Last	Position	Phone

Please attach additional crew on additional sheet of paper.

Step 2: Company Information

Local Office Information

Full Name			
Address			
City		State	
Country			

Phone		Fax	
-------	--	-----	--

Home Office Information

Check if same as above	
------------------------	--

Full Name			
Address			
City		State	
Country			

Phone		Fax	
-------	--	-----	--

Step 3: Production Information

Budget	\$
--------	----

Project Description

Please describe your project/event. What is the message? What scenes will you be shooting (i.e. Shopping at the grocery store, staging a heist, snowboarding on Courthouse Plaza)?

[illegible]

Please attach additional pages for additional description.

Project Locations

List where you plan to shoot within the City. (Please include both public areas and private locations, streets and sidewalks, and if and how long you require closure.)

Please attach additional pages for additional locations.

Total Project Duration

Projected Start Date	
Projected End Date	

If the project runs through Saturday and Sunday, do you plan to work through the weekend?	Yes	No
---	-----	----

Additional Details

Number of Cast and Crew		
Number of Trucks over 24'		
Number of Trucks under 24'		
Studio/Stage work within City?	Yes	No
Post Production work within City?	Yes	No
Will roads/streets be blocked?	Yes	No

Please note that the presence of a police officer may be required if roads need blocked.

Do you plan to use pyrotechnics?	Yes	No
----------------------------------	-----	----

Please note that use of pyrotechnics requires a state permit under NFPA 140.

...open flames?	Yes	No
...welding?	Yes	No
...flammable or combustible liquids or gases?		
...aircraft?	Yes	No

Please note that use of open flames, welding, flammable or combustible liquids or gases, or aircraft may require the presence of a Fire Marshal and standby fire personnel. Information on fees associated with a fire or police presence is available in the cover letter.

Do you plan to use any type of weapon?	Yes	No
--	-----	----

Please note that use of any weapons, real or makeshift, may require the presence of a police officer.

Do you plan to use a motor vehicle inside a building?	Yes	No
---	-----	----

Do you require portable, mobile, or stationary power-generating equipment?	Yes	No
--	-----	----

Are your locations near bodies of water or where water may gather?	Yes	No
--	-----	----

Do you require the use of city equipment?	Yes	No
---	-----	----

Please note that there may be a service charge if city equipment is required.

Step 4: Insurance

The City Manager's Office requires that insurance certificates for your project be on file with our office prior to applying for a permit.

Large Scale Projects:

The City Manager's Office requires a General Liability policy for at least \$1 million naming "The City of Morgantown" to be in effect for all shooting, scouting, and rigging permits.

The City Manager's Office requires proof of \$5 million liability insurance coverage if special effects such as fire or incendiary or explosive devices are used in this production.

Students:

Student filmmakers can meet liability insurance obligations through coverage under their school's insurance program. If your school has insurance on file with our office, you need to obtain a letter from your school stating your name and dates of the shoot. Permits will only be issued to the student(s) named in the school letter.

Other:

If your project is not large-scale or is not related to school projects, you may still pursue your project, but at a limited range.

For example, you will not be able to get Police Assistance in blocking streets.
The City of Morgantown does not accept liability for any damages or issues that occur during the shoot if roads are blocked and obstructed without specific permission.

Policy Company Name	
Policy Number	

Code of Conduct Agreement

All productions are expected to adhere to the Code of Conduct listed below or face possible revocation of its film permit or other action.

When filming in a residential neighborhood or business district, proper notification is to be provided to each merchant or neighbor who is directly affected by the company (this includes parking, base camps and meal areas) at least 48 hours prior to filming. The filming notice should include:

- name of company
- name of production/phone number of production
- kind of production (e.g. feature film, TV pilot, commercial, etc.)
- type of activity, and duration (i.e., times, dates and number of days, including prep and strike)
- company contact (location manager, unit production manager) name and cell number.

Production vehicles arriving on location in or near a residential neighborhood shall not enter the area before the time stipulated on the permit, turning off engines as soon as possible. Engine idling is prohibited. Permits are never issued before 6 a.m. in residential areas unless filming occurs overnight. Do not park generator trucks or campers with running generators in front of residential buildings if possible.

Crew parking on set is strictly prohibited.

Illegally holding parking on streets not requested on permit is strictly prohibited.

Moving or towing of the public's vehicles is prohibited without the express permission of the City Managers' Office in conjunction with the Morgantown Police Department and/or its requested wrecker company in rotation, managed by MECCA 911, the Monongalia Emergency Centralized Communications Agency.

Catered meals must be served and consumed at interior locations. Sit-down meals are not permitted to occur on city streets or sidewalks. All trash must be disposed of properly upon completion of meal. Production cannot use Allied Waste trash cans or leave trash bags at curbside among residential or business trash.

Cast and crew, including parking PAs (production assistants) shall refrain from the use of rude or inappropriate behavior when interacting with the general public. Crews should be polite and respectful.

Removing, trimming and/or cutting of vegetation or trees without proper authorization is prohibited by the Urban Landscape Commission.

Intermittent holding or redirection of vehicular traffic for picture is to be performed by Morgantown Police officers or Morgantown traffic agents only. Production Assistants and/or crew cannot hold or redirect vehicular traffic. A 13.5 foot emergency traffic lane must be maintained at all times.

The company will comply at all times with the provisions of the filming permit. The Morgantown Police Department and the Morgantown Fire Marshal's Office have the authority to stop production for the day for violations of Morgantown and West Virginia laws and ordinances listed above.

Your Permission

A copy of this directive must be distributed to all production personnel. Failure to comply with the following directives may result in revocation of permit.

Before the shoot

Permit applications and schedules should be submitted to the Public Communications Office no later than 30 business days before the shoot.

Familiarize yourself with the neighborhood in which you're shooting. Be considerate of schools, churches, senior centers, funeral homes, etc.

Assure businesses that you will allow customer access and truck deliveries.

NO PARKING signs shall be posted a minimum of 48 hours in advance. Parking may not be held more than 24 hours in advance.

When used, NO PARKING signs should be posted before the last legal time that someone could have parked.

Use elastic bands or string, NOT tape, when posting resident letters or parking signs on trees.

Provide blackout material to residents' windows for night exterior shoots.

All necessary permissions for government agency-run properties (i.e. Authorized parking, parks, MTA properties, bridges, courthouses, etc.) must be obtained.

During the Shoot

Locations departments and parking production assistants should be sensitive to neighborhood needs while holding parking

in advance. Do not park production vehicles in bike lanes, bus stops, driveways, at fire hydrants, loading docks or in front of active theater marquees.

All crew members, including parking production assistants, must wear and display I.D. badges at all times.

Do not block building or business entrances. Keep equipment in front of buildings that are working directly with the shoot only. Do not trespass onto other neighbors' or merchants' private property, including stoops. Do not stage equipment in front of closed storefronts when you have an early call. Business and residents must be allowed to receive all deliveries.

Ensure safe pedestrian passage through and around your set at all times. Cover cables with mats, keep equipment curbside or in curb lanes, don't allow crew members to congregate in pedestrian passageways. When cameras are not rolling pedestrians must be allowed to walk along any city sidewalk and gain access to any building.

Find nearby lots to park non-essential vehicles if you are going to be at a location for multiple days.

Do not park catering trucks or honeywagons in front of active restaurants. Barbecuing, use of propane or open flames is prohibited on location. Craft service tents are permitted in curb lanes only, not on sidewalks, unless specified on the filming permit.

Campers should be tied-in and powered from one source.

All generators must be baffled with fireproof/non-flammable material.

Productions that film prior to 8:00am and after 10:00pm must keep noise to a minimum. Filming of exterior gunshots must occur between the hours of 9:00am and 9:00pm in residential neighborhoods.

Non-domestic animals on set are required to have permits from the Department of Health and Human Resources and be accompanied by handlers at all times.

Copies of all permits issued must be available on set for general public viewing.

After the Shoot

Clean up after your shoot. Make a clean sweep of the area to ensure that nothing is left behind, including equipment, garbage, all resident letters, NO PARKING signs and hanging materials that your production posted. You have 12 hours to complete this task.

Contact the Public Communications Office for assistance at (304) 284-7426 or by calling the City Managers' Office at (304) 284-7405. After hours, please call the Public Communications Manager at (304) 294-5274.

Initial

I have read and agree with the above directives. I will distribute copies of this document to all cast and crew associated with this production.

I have read and agree with all rules and regulations outlined in the Motion Photography Production Code found in the Morgantown City Code Book, Article 769: Motion Photography Production.

I have read and agree with all rules and regulations outlined in the National Fire Protection Association Code, Article 140: Motion Picture and Television Production Studio Soundstages, Approved Production Facilities and Production Locations, and have already applied for and received all state-issued permits that are required for this production.

I understand that the requirement of Fire Marshals, Police Officers, or Public Works & Engineering Crew are subject to fees in addition to the \$20 permit application fee.

I understand that each production is reviewed on a case-by-case basis, and requisite marshals, officers, or crew may or may not be necessary for all productions.

Full Name	Title	Date
-----------	-------	------

Witness	Association	Date
---------	-------------	------

Approval by Public Works & Engineering	Date
--	------

Approval by Morgantown Fire Marshal	Date
-------------------------------------	------

Approval by Morgantown Fire Department	Date
--	------

Approval by Morgantown Police Chief	Date
-------------------------------------	------

Approval by Morgantown City Manager	Date
-------------------------------------	------

Approval by Finance	Date
---------------------	------

